

I/16240/2019

Office of the Commissioner(Appeals)
कार्यालय आयुक्त (अपील)
Central Goods and Services Tax Commissionerate, Chandigarh
केन्द्रीय माल एवं सेवाकर आयुक्तलाय, चंडीगढ़
Plot No.19, C.R Building, Sector-17C, Chandigarh
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OFFICE ORDER No.01/2019

In compliance to the Standard Operating Procedure in respect of inter and intra office communication through e-office, the work allocation regarding receipt and diarisation of Dak received in physical form and Dak received through email is made as under:

S. No.	Name & Designation	Roles Assigned
1	Ms. Sneha Das, Steno-II	<ol style="list-style-type: none"> 1. Receipt Physical Dak/Appeals 2. Diarisation of Dak received on Email/ Physical Dak 3. Uploading of Dak 4. Creation of receipt 5. Sending of Dak 6. Storage of Dak
2	Sh. Pawan Kumar, TA (appointed as CRU)	<ol style="list-style-type: none"> 1. Diarisation of Appeals (papers/documents), which will be received by the S.No. 1. 2. Scanning of appeals and Uploading of Appeals 3. Creation of receipt 4. Sending of Dak 5. Storage of Dak/Appeals

The officer designated at Serial No.1 above will be responsible to ensure that all emails received on official email of this office are duly diarised and sent to the concerned officer immediately. Both the deputed officers are required to strictly follow the SOP in this regard. In the event of absence of either officer from office on any account/reason, the alternate officer i.e. Ms. Naveena Kanwar, Tax Assistant, shall be responsible to perform the said duty.

This issues with the approval of the worthy Commissioner.

CHARANJIT LAL for Approver Name
Assistant Commisisoner(Appeals)

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Copy to:-

1. Concerned Officer.
2. Notice Board.